Process: Staffing & Hiring
Sub-Process: SH-11 Create and Manage certification list
Prepared By:

File: As-Is-SH-11 create cert list.vsd
Date: 10/25/2005
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Supervisor/SME

Agency HR

Start

Enter certification criteria (cert #, county, class code)

Underutilized for minorities? —Yes→ Certify MEC

Underutilized for women? —Yes→ Certify WEC

No→ Select Area of Competition →Select register

No

No

Select special quals (full time, part time) → Select cert rule → Generate trial certification list of eligible applicants → Accept trial certification? —Yes→ Certify candidates → SH-11

No

OSER

WiscJOBS

Cert rules

Cert list